

Wisconsin Enterprise Architecture Team (WEAT)
March 7, 8:30 – Noon, DOA Building, Yahara (122) Conference Room

Attendees:

WEAT Voting Members:

- Doug Bingenheimer, (Team Leader/Chief Enterprise Architect - DET)
- Keith Hazelton (UW representative)
- Bud Borja (Milwaukee Co., local government representative)
- Jay Jaeger (DOT, large state agency representative)

- Diane Kohn (DWD, large state agency representative)

Team Facilitator - Tekla Wlodarczyk (DET Administrator's Office, Enterprise Architect)

DET Representatives

- Kevin Acker (SIS Technical Lead)

NOTE: The agenda changed at the beginning of the meeting so many of the planned discussion items were tabled for this meeting.

Agenda

#	Time	Item	Presenter	Item Description	Discussion	Action Item(s)	Responsible Person	Due Date
1	8:30	WEAT Meeting Frequency	Doug Bingenheimer	Should WEAT change its meeting schedule?	<p>Due to the fact that WEAT has become more active between meetings with e-mail review/approval and also smaller WEAT related projects, should the frequency or length of the meetings be changed?</p> <p>Three proposals were discussed by the group:</p> <ol style="list-style-type: none"> 1) Meet only once a month 2) Meet twice a month but half as long 3) Meet twice a month but have the second meeting only 2 hours and also have the option of canceling this meeting as needed. <p>After discussion, the group decided on the third option.</p>			
2	9:00	2006 WEAT Action Planning	Tekla Wlodarczyk	<ol style="list-style-type: none"> 1) Review voting results 2) Discuss / set priorities 3) Begin assignment planning 	<p>Reviewed voting results and discussed priorities. Some activities that are currently underway did not initially make it into the top priorities. The team discussed the need for these activities and their priority versus the other activities that achieved top priority.</p> <p>These activities were separated into two categories based on involvement level – owner versus</p>	Create an action plan report. Send to WEAT for review. Sent to Matt Miszewski.	Tekla Wlodarczyk	ASAP

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					<p>stakeholder.</p> <p>The team then identified deliverables and high level timelines for accomplishing the tasks.</p> <p>The priority list and high level planning will be turned into a report to be presented to Matt Miszewski.</p> <p>The group talked about the resources or lack thereof to accomplish some of these activities.</p> <p>The priorities for owner are:</p> <ol style="list-style-type: none"> 1) Technical Reference Model 2) Select Enterprise Architecture Tool 3) Collaboration Tools/Space 4) Sunset Process 5) Document Review/Approval Process <p>The following are activities that WEAT currently has underway and is committed to finishing. These were ranked in priority along with the activities above. They are:</p> <ol style="list-style-type: none"> 1) Strategic Plans: WEAT's Role 2) Review Templates 3) DET Technology Selection, Use, and/or Deployment Process and WEAT's Role 4) Define "Enterprise" And "Extended Enterprise" <p>The priorities for stakeholder are:</p> <ol style="list-style-type: none"> 1) HPOV 2) Develop a Strategic Vision for Configuration Management 3) IBIS 4) Wireless Broadband Networks <p>More details for these can be found in action plan tracking documents.</p>			
	10:00	BREAK						

#	Time	Item	Presenter	Item Description	Discussion	Action Item(s)	Responsible Person	Due Date
3	11:00	Updates	Doug Bingenheimer	Update on Activities <ul style="list-style-type: none"> - Strategic Planning - Post-SIS Technology Selection Process - Network Security Perimeter Design and Delegated Administration Presentation to TLC - DET Operations Appointments - Infrastructure Support Senior management WEAT Attendance 	(Only Strategic Planning was discussed.) Doug Bingenheimer handed out a draft outline of the strategic plan review process. Strategic plan reviewers (including Doug Bingenheimer, Diane Kohn, and Tekla Wlodarczyk) will evaluate agencies' strategic plans against the objectives and prepare a report which WEAT will review looking for items in which WEAT would have an interest or a role. These would include emerging technologies, diverging technologies, and projects with high enterprise impact.			
		Template Review Findings	Dian Kohn	Update status.	None			
		Architecture Scope Document	Jay Jaeger	<ul style="list-style-type: none"> - Results of formal review. - Results of comparison to principles. 	None			
		HPOV Uses Documentation	Max Babler	Update on status of document.	None			
		Delegated Administration Document	Tekla Wlodarczyk	Update on status of document.	None			
		EA Product Demo Requests	Tekla Wlodarczyk	Qualiware is presenting a demo of its product 3/14/06. Identify any requests WEAT might have for the presentation.	None			
4		Other items from Team - ESB	Team	Talked about the implementation of the ESB by DET and what lessons could be learned from this implementation that could be applied to other large implementations.				
4		Other items from Team - Matt Miszewski's Attendance at Next Meeting	Doug Bingenheimer	Reminder that Matt is scheduled to appear at the next WEAT meeting.				

WEAT Actions since Last Meeting 02/07/06

Date Completed	Item	Description	Next Steps
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Date Completed	Item	Description	Next Steps
02/16/06	Vote #10	Approved 50 Relational Database Management Systems Standard V.01	Forwarded to Kevin Acker to respond to some comments before being forwarded to Matt for approval.
02/23/06	Vote # 11	1. Approved 33 Oracle File/Directory Naming Convention 2. Approved 36 Oracle System Object Naming Convention	Forwarded to Kevin Acker to respond to some comments before being forwarded to Matt for approval.

Items To Bring To CIO

Item	Description	Next Steps	Responsible Party	Due Date

Outstanding Items

Item	Description	Next Steps	Responsible Party	Due Date
WEAT Membership	Fill vacancies. <ul style="list-style-type: none"> • Doug Bingenheimer (CEA - DET representative - only votes to break ties) • Mickey Crittenden (Rock Co., local government representative) • Bud Borja (Milw Co, local government representative) • Jay Jaeger (DOT, large state agency representative) • Diane Kohn (DWD, large state agency representative) • Keith Hazelton (UW representative) • Judy Heil (DET customer service rep) • DET operations architect rep (vacancy) • Small agency rep (vacancy) • Small agency rep (vacancy) • Applications management rep (vacancy) 	<ul style="list-style-type: none"> • Identify nominees • Obtain approval from candidate's agency • Appointment by CIO 	Doug Bingenheimer	Current work
Extranet for WEAT	If WEAT is to truly have an extended enterprise focus then the WEAT information needs to be available to the extended enterprise.	<ul style="list-style-type: none"> • Research options / needs in context of website content publishing project (see improvements plan) • Identify if this is currently possible. 	Tekla Włodarczyk	Added to 2006 WEAT Action Plan
Possible need for a formalized forum within WEAT process for review and comment by agencies / stakeholders	One issue regarding WEAT's role is that there is no other formalized forum for review or comment by agencies / stakeholders. This type of review should be worked into the process in the future.	<ul style="list-style-type: none"> • Develop the desired process / workflow. • Publish process • Communicate Process availability (Push info?) 	Tekla Włodarczyk	Long-term

Future Agenda Items

Suggested Meeting Date	Item	Contact	Description
April – 1 st	NT 4 & Exchange 5.5	Max Babler	Discuss issues regarding continuing need for support / maintenance – plan for this sunset technology

Suggested Meeting Date	Item	Contact	Description
meeting			
February	Informational Filing	Jay Jaeger	A question was raised that outside of SIS, how will WEAT find out about efforts/projects occurring that will have a strategic impact on enterprise architecture. WEAT suggested developing an "informational filing" process in which as a part planning projects that met a certain criteria, the project team would complete information on some type of form and submit to WEAT.
March 21	Current Status of SOA Activities	Erik Mickelson	Give a presentation regarding the current SOA activities and provide time for discussion.
March 21	Sunsetting Process	Tekla Wlodarczyk	Define the scope of WEAT's involvement in the process.